

Salary Based Apportionment and Benefit Apportionment



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Salary Based Apportionment (SBA)

Salary Based Apportionment is a result of a four-part funding formula:

Support Units x Staff Allowance Ratios x Index (except Classified) x Base Salary

1. Support Units - Foundation of how schools are funded - referred to as “classroom units” based on average daily attendance (ADA) through the first Friday in November (first period support units).
2. Staff Allowance Ratios - Ratios for each of the staff categories. Staff Ratios establish the number of staff positions to be funded by each support unit (I.C. 33-1004).

For every one support unit, the state funds to the district/charter:

.075 Administrative Staff (certificated)

Examples: Superintendent, Charter Administrator, Principal, Curriculum Director, Special Education Director, etc. (assignment code series 40000)

1.1 Instructional Staff (certificated)

Examples: Teacher, Librarian, Counselor, School Nurse, School Psychologist, Teacher Support, Special Education Instructor (assignment code series 00001 – 33999, 50000-72999)

.375 Classified Staff (non-certificated)

Examples: Business Managers, Instructional Aids, Office Support, Custodial Care, Tech Support, etc. (assignment code series 90000)

3. Base Salary - For each category of staff, reviewed and set by the legislature each year.

FY 2015 Base Salary Multipliers (I.C. 33-1004E)

a) Administrative	\$32,151
b) Instructional	\$23,354
c) Classified staff	\$19,249
Minimum Instructional Salary:	\$31,750

4. Experience/Education Index - Multiplier table for certificated staff.

Idaho System for Education Excellence (ISEE) – Monthly Data Submission

Monthly data submission designed to consolidate data collections and to improve reporting. A comprehensive database of all district and charter school employees for:

- Determining Salary Based Apportionment funding.
- Statistical reporting.
- Teacher credentials: Highly Qualified Certificated Staff as required by state standards and federal regulation
- Professional Technical, Special Education, etc.
- **Compliance** with federal, state and local laws, rules and regulations.
- Summaries of data beneficial to school boards, school administrators, legislators, and other individuals and organizations interested in Idaho public education.

District/Charter prepares information systems to export required information (CSV file format)

Sections:

1. Student Demographics
2. Student Attendance
3. District Calendars
4. Special Education Students
5. Gifted Talented Students
- 6. Staff Demographics and Employment**
- 7. Staff Assignments**
- 8. Student Course Enrollment**
9. Teacher Attendance
10. Student Test Results
11. Disciplinary Action
12. Incidents of Crime or Violence
13. ISEE Directory Program Contacts

Staff Reporting & Requirements

General information

ISEE is a monthly data submission. However, funding for Salary Based Apportionment is calculated using staff demographic and staff assignment data as of a “snapshot” date:

Last Friday in September - District/Charter submits staff demographic and staff assignment data as of the last Friday in September - **"snapshot", point in time.**

October 15th –All staff and assignment data must be uploaded using the SRM tool. Must include all files with new data elements. Must be free of errors and must be validated. (I.C. 33-1004D).

November 21, 2014

Ancillary Waivers due - ISEE Form 6 (Non District Contracted Certificated Staff form) (n/a for Charter Schools).

Thursday, December 04, 2014 – Last day to submit staffing corrections for the February 15, 2015 payment.

Revisions, monthly or cumulative, submitted in the cumulative December, January or February uploads will not be reflected in the February 15 payment.

January 01, 2015 – Teacher & Classroom Size Report and Annual Staff Statistical Data are published (I.C. 33-133). **All submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles.** Please work with your IT regional coordinators to assure student course enrollment records are completed accurately and correlate to the teacher assignment records.

January 09, 2015- Last day for districts to submit Virtual Allowance Form, if applicable (n/a for Charter Schools).

March 27, 2015 - Last day to submit *approved* first period revised uploads for a May 15 payment adjustment.

May 29, 2015 - Last day to submit *approved* first period revised uploads for a July 15 payment adjustment.

Staff Reporting & Requirements

General information (continued)

Corrections submitted after Thursday December 04, 2014 will be considered for the May 15, 2015 payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:

- A letter of special circumstance must be sent to PSF.
- The letter must be signed by the district superintendent or charter school administrator.
- The letter must contain an explanation of the special circumstance(s) causing the revision(s).
- The letter must identify the upload(s) containing the revisions such as “Corrected November upload” or “Cumulative January upload”.
- Each change to a data element must be identified.
- Supporting documentation may be requested.

Corrected files submitted without the approval of PSF will not be processed.

March 27, 2015

Last day to submit approved first period revised uploads of May 15 adjustment.

May 29, 2015

Last day to submit approved first period revised uploads for July 15 adjustment.

Calculating Indexes – Staffing (I.C. 33-1004A)

Administrative & Instructional Index

EXPERIENCE AND EDUCATION MULTIPLIER TABLE							
INSTRUCTIONAL INDEX 2009-2010							
Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13+	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260
QUALIFYING FTE PLACEMENT							

Experience: Years of experience. Use the actual number of completed prior years of experience. Experience is not recognized until after the contract is completed. Do not count the current year since it is not completed.

Education: Degree - Highest Degree claimed for funding. Additional college transcript credits Earned beyond the degree reported AND after initial certification.
Initial certification - issue date of the first certificate.

Credits must be earned at an accredited institution of higher education (I.C. 33-1004A)

Reported in semester credit hours only.

Do not report in-service credits.

Do not update degrees and credits earned after the contract is signed for the current year. The education and experience must reflect the data as of the last Friday in September.

Salary Based Apportionment Templates – District & Charter

2014-2015 Public School Finance / Budget Forms & Information

https://www.sde.idaho.gov/site/finance_tech/14_15_budge Idaho State Depart...

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINI...

 **IDAHO**
STATE DEPARTMENT OF EDUCATION

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Finance Homepage
Pay for Performance
Early Retirement
Fall Enrollments
Financial Audits
Forms
2014-2015 Budget Forms and Information
2013-2014 Budget Forms and Information
2012-2013 Budget Forms and Information
ISEE Information
Statistical Data
Statistics
Staffing
Student Ethnicity
Training

2014-2015 Budget Forms and Information

Units

- Best 28 Weeks Unit Calculation Form
- Charter Support Unit Calculation Template
- Current Year Unit Calculation Form
- District Support Unit Calculation Template
- Exceptional Child Unit Form
- Unit Table

Budget Forms

- Cover
- Certification Page
- 2015 Estimating State M & O Revenue
- SDE Summary - All Funds
- Publication Four Year Summary
- 2015 Expenditures
- 2015 Revenues
- IFARMS Revenue Codes
- L2 School (L2, L2 Worksheet, Voter Fund Tracker Forms)
- IFARMS Expenditure Codes

Salary Based Apportionment

- Salary Based Apportionment 2015 Template District - Revised 4/11/2014
- Salary Based Apportionment 2015 Template Charter

Other Supporting Documents & Forms

- 2013-2014 District to Agency
- 2013-2014 Tuition Rates and Excess Cost Rate
- APPRO FY 2015
- Bond Interest Levy - Revised 5/12/2014

Salary Based Apportionment Template - Charter School

C	D	E	F	G	H	I	J	K	L	M
Required Data Elements for Calculating Salary Based Apportionment Include only staff paid from General Fund Money (code 10) For Budgeting Purposes 2014-2015										
Charter Number	980	Charter Enters								
Charter Name	Example Charter	Charter Enters								
Charter February Support Units	12.00	Units - from 1st Reporting Period Support Unit Calculation								
Separate Secondary School Allowance	N/A	Applies to School Districts with one or more Separate Secondary Schools (9-12) (I.C. 33-1004 (5)(d))								
Charter Staff Index - Administration	2.01260	From "Index - Admin" worksheet (tabs at bottom of this worksheet) or Charter enters								
Charter Staff Index - Instructional	1.125433	From "Index - Instr" worksheet (tabs at bottom of this worksheet) or Charter enters								
Actual FTE - Administration	1.22000	From "Index - Admin" worksheet (tabs at bottom of this worksheet) or Charter enters								
Actual FTE - Instructional	12.60000	From "Index - Instr" worksheet (tabs at bottom of this worksheet) or Charter enters								
Actual FTE - Noncertified	4.65000	Charter Enters								
Actual Total Salary - Administration	\$98,555	Charter Enters								
Actual Total Salary - Instructional	\$503,346	Charter Enters								
Actual Total Salary - Noncertified	\$132,874	Charter Enters								
Minimum adj to \$31,750	\$54,259	From "\$31,750 min" worksheet (tabs at bottom of this worksheet) or Charter enters								
INSTRUCTIONS: Blue Cells require data entry. Red Cells contain formulas. You may elect to complete the appropriate worksheet or override by entering the data										
SUGGESTION: If you choose to override one of the "RED" numbers, change the font color to "BLUE", thus indicating the cell is no longer a formula.										
<div> Enter Data Elements FY15 SBA Charter AdminIndex InstrIndex FY15 Min Adj \$31,750 </div>										

Enter the data in the blue cells. The data in the red cells populates from data entered in the index tabs.
 Reminder: FTE is always calculated on an annualized basis.

Salary Based Apportionment & Benefits Apportionment - Charter School

Basic Education Data System

Salary Based Apportionment and Benefit Apportionment Computation 2014-2015

FUNDING SOURCE: CODE 10
Charter 980 Example Charter

Statewide Information:

	2/15/2014	
Statewide Administrative Staff Index	1.84559	
Statewide Administrative Staff Index Cap	1.86643	100.00%
Statewide Instructional Staff Index	1.55896	
Statewide Instructional Staff Index Cap	1.59092	100.00%
PERSI, FICA, MEDICARE Rate	18.97%	

Charter School Information:

Charter School Administrative Staff Index	2.01260
Charter School Administrative Staff Index (adjusted for)	2.01260
Charter School Instructional Staff Index	1.12543
Charter School Instructional Staff Index (adjusted for)	1.12543
Charter School February Support Units:	12.00

First
Period
Units

	Staff Ratio	Calculated FTE	< 40 units then + 0.50	< 20 units then + 0.50	Separate Secondary School Allowance	Adjusted Staff Allowance	Actual FTE	Staff Allowance	Index	Base	Average Salary	Certified Preliminary Salary Based Apportionment
	a	(Units x a) b	c	d	e	(b + c + d + e) f	g	h	i	j	(i x j) k	(h x k) l
Administration	0.0750	0.90000				0.90000	1.22000	0.90000	2.01260	32,151	64,707.10	58,236.39
Instructional	1.1000	13.20000				col (b) 13.20000	12.60000	col (f) 13.20000	1.12543	23,354	26,283.29	346,939.43
Noncertified	0.3750	4.50000		N/A		col (b) 4.50000	4.65000	col (f)		19,249		
TOTAL:						18.60000	18.4700					

	Noncertified Salary Allocation Preliminary for Beginning Salary Based Instructional Apportionment	Staff FTE	Maximum Allowed Apportionment	Actual Total Salary	Salary Based Apportionment Eligible for Benefits	Benefit Apportionment	Virtual Allowance	Ancillary Allowance	Salary Based Apportionment Plus Waivers	Maximum Salary Based Apportionment	Salary Based Apportionment
	(f x j) m	(Min \$31,750) n	(l + m + n) o	p	Smaller: o or p q	q x 18.97% r	s	t	u	Col (o) v	Col (v) w
Administration			58,236.39	98,555						58,236.39	58,236.39
Instructional		54,259.00	401,198.43	503,346				N/A		401,198.43	401,198.43
Noncertified	86,620.50		86,620.50	132,874						86,620.50	86,620.50
TOTAL:			546,055.32	734,775	546,055.32	103,586.69					546,055.32

Minimum Salary Adjustment

Benefit Apportionment

Salary Based Apportionment

Minimum Salary Adjustment

For Demonstration Purposes Only

2014-2015

Instructional Staff Base Sal \$23,354

Minimum Instructional Sala \$31,750

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
3 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	31,750	31,750	31,750	31,750	31,750	31,750	31,750
1	31,750	31,750	31,750	31,750	31,750	31,750	31,750
2	31,750	31,750	31,750	31,750	31,750	31,750	31,750
3	31,750	31,750	31,750	31,750	31,750	31,750	32,530
4	31,750	31,750	31,750	31,750	31,750	32,530	33,749
5	31,750	31,750	31,750	31,750	32,530	33,749	35,015
6	31,750	31,750	31,750	32,530	33,749	35,015	36,327
7	31,750	31,750	32,530	33,749	35,015	36,327	37,689
8	31,750	32,530	33,749	35,015	36,327	37,689	39,102
9	32,530	33,749	35,015	36,327	37,689	39,102	40,568
10	32,530	35,015	36,327	37,689	39,102	40,568	42,083
11	32,530	35,015	36,327	37,689	40,568	42,083	43,667
12	32,530	35,015	36,327	37,689	40,568	43,667	45,304
3 or more	32,530	35,015	36,327	37,689	40,568	43,667	47,002

MINIMUM ADJUSTMENT TO \$31,750

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	8,396	7,520	6,612	5,668	4,690	3,674	2,621
1	7,520	6,612	5,668	4,690	3,674	2,621	1,528
2	6,612	5,668	4,690	3,674	2,621	1,528	395
3	5,668	4,690	3,674	2,621	1,528	395	
4	4,690	3,674	2,621	1,528	395		
5	3,674	2,621	1,528	395			
6	2,621	1,528	395				
7	1,528	395					
8	395						
9							
10							
11							
12							
3 or more							

CALCULATING INSTRUCTIONAL SALARY ALLOCATION FOR BEGINNING TEACHERS

Instructional 2014-2015

Base \$23,354

Min \$31,750

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	-	1.00000	-	-	1.00000	-
1	-	-	-	-	-	-	-
2	3.00000	-	-	-	-	-	-
3	-	1.00000	-	1.00000	-	-	-
4	-	-	-	-	-	-	-
5	2.00000	-	0.70000	-	-	-	-
6	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	\$ 8,396	\$ 7,520	\$ 6,612	\$ 5,668	\$ 4,690	\$ 3,674	\$ 2,621
1	\$ 7,520	\$ 6,612	\$ 5,668	\$ 4,690	\$ 3,674	\$ 2,621	\$ 1,528
2	\$ 6,612	\$ 5,668	\$ 4,690	\$ 3,674	\$ 2,621	\$ 1,528	\$ 395
3	\$ 5,668	\$ 4,690	\$ 3,674	\$ 2,621	\$ 1,528	\$ 395	
4	\$ 4,690	\$ 3,674	\$ 2,621	\$ 1,528	\$ 395		
5	\$ 3,674	\$ 2,621	\$ 1,528	\$ 395			
6	\$ 2,621	\$ 1,528	\$ 395				
7	\$ 1,528	\$ 395					
8	\$ 395						

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	\$ 8,396	\$ -	\$ 6,612	\$ -	\$ -	\$ 3,674	\$ -
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ 19,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ -	\$ 4,690	\$ -	\$ 2,621	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	\$ 7,348	\$ -	\$ 1,070	\$ -	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total \$ 54,241

Salary Based Apportionment Templates – District

	A	B	C	D	E	F	G	H	I	J
1	Required Data Elements for Calculating Salary Based Apportionment									
2	Include only staff paid from General Fund Money (code 10)									
3	For Budgeting Purposes 2014-2015									
4										
5	District Number	1000	District Enters							
6	District Name	Example	District Enters							
7	District February Support Units	12.00	Units - from 1st Reporting Period Support Unit Calculation							
8	Separate Secondary School Allowance	0.0	Applies to School Districts with one or more Separate Secondary Schools [9-12] (I.C. 33-1004 [5](d))							
9	District Staff Index - Administration	2.01260	From "Index - Admin" worksheet (tabs at bottom of this worksheet) or district enters							
10	District Staff Index - Instructional	1.25433	From "Index - Instr" worksheet (tabs at bottom of this worksheet) or district enters							
11	Actual FTE - Administration	1.22000	From "Index - Admin" worksheet (tabs at bottom of this worksheet) or district enters							
12	Actual FTE - Instructional	12.60000	From "Index - Instr" worksheet (tabs at bottom of this worksheet) or district enters							
13	Actual FTE - Noncertified	4.65000	District Enters							
14	Actual Total Salary - Administration	98,555.00	District Enters							
15	Actual Total Salary - Instructional	503,346.00	District Enters							
16	Actual Total Salary - Noncertified	132,874.00	District Enters							
17	Minimum adj to \$31,750	\$54,259	From "\$31,750 min" worksheet (tabs at bottom of this worksheet) or district enters							
18	Virtual Salary - Instructional	\$0	From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters							
19	Virtual FTE - Instructional	0.00000	From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters							
20	Contracted Salary - Instructional	\$0	From "Ancillary Calculation" worksheet (tabs at bottom of this worksheet) or district enters							
21	Contracted FTE - Instructional	0.00000	From "Ancillary Calculation" worksheet (tabs at bottom of this worksheet) or district enters							
22										
23	INSTRUCTIONS:									
24	Blue Cells require data entry.									
25	Red Cells contain formulas. You may elect to complete the appropriate worksheet or override by entering the data									
26	<div> Enter Data Elements FY15 SBA Index - Admin Index - Instr Min Salary \$31,750 use it or lose it estimate Ancillary Calculation </div>									

Enter the data in the blue cells. The data in the red cells populates from data entered in the index tabs.
 Reminder: FTE is always calculated on an annualized basis.

Salary Based Apportionment & Benefits Apportionment - District

Idaho Department of Education
Basic Education Data System
Salary Based Apportionment and Benefit Apportionment Computation
School Year 2014-2015

FUNDING SOURCE: CODE 10

District 000 0

Statewide Information:

Statewide Administrative Staff Index	1.84559	
Statewide Administrative Staff Index Cap	1.86643	100.00%
Statewide Instructional Staff Index	1.55896	
Statewide Instructional Staff Index Cap	1.59092	100.00%
PERSI, FICA, MEDICARE Rate	18.97%	

District Information:

District Administrative Staff Index	2.01260
District Administrative Staff Index Cap	2.01260
District Instructional Staff Index	1.25433
District Instructional Staff Index Cap	1.25433
District February Support Units:	12.00

First
Period
Units

	Staff Ratio	Calculated FTE	< 40 units then + 0.50	< 20 units then + 0.50	Separate Secondary School Allowance	Adjusted Staff Allowance	Actual FTE	Staff Allowance	Index	Base	Average Salary (base x Index) (i x j)	Certified Preliminary Salary Based Apportionment (h x k)
	a	b (Units x ratio)	c	d	e	f (b + c + d + e)	g	h	i	j	k	l
Administration	0.0750	0.90000	0.50			1.40000	1.2200	1.40000 col (f)	2.01260		32,151	90,589.94
Instructional	1.1000	13.2000	0.50	0.50	0.0000	14.20000	12.6000	13.9227 smaller of (f) or (g)/90.5%	1.25433		23,354	407,844.88
Noncertified	0.3750	4.5000				4.50000	4.6500				19,249	
TOTAL:						20.1000	18.4700					

	Noncertified Preliminary Salary Based Apportionment (b x j) m	Salary Allocation for Beginning Instructional Staff FTE (Min \$31,750) n	Salary Based Apportionment (l + m + n) o	Actual Total Salary q	Salary Based Apportionment Eligible for Benefits Smaller: o or q r	Benefit Apportionment r x 0.1897% s	Virtual Allowance (Max 15%) t	Ancillary Allowance u	Salary Based Apportionment Plus Waivers v	Maximum Salary Apportionment w	Salary Based Apportionment Plus Waivers x
Administration			90,589.94	98,555					90,589.94 smaller of (o or q) col (o)	90,589.94 col (o)	90,589.94 col (w)
Instructional		54,258.76	462,103.64	503,346			0.00	0.00	462,103.64 smaller of (o or q) + t + u	470,228.16 (f x k) + n	462,103.64 smaller: v or w
Noncertified	86,620.50		86,620.50	132,874					86,620.50 smaller of (o or q)	86,620.50 col (o)	86,620.50 col (w)
TOTAL:			639,314.08	734,775	639,314.08	121,277.88	0.00	0.00	639,314.08	647,438.60	639,314.08

Minimum Salary Adjustment

Benefit Apportionment

Salary based
Apportionment

ISEE Staffing Reports

1. District Index (code 10)
2. Staff Salary Summary
3. All Personnel Employment Info
4. Summer Alternative District Detail
5. Employment Placement (code 10)
6. Education & Experience History
7. Staff Assignments FTE Variance

IDAHO
STATE DEPARTMENT OF EDUCATION

Provider Certification
Reports

ISEE Edit Reports

- Edit for Assignment / Updates
- Days exceeding 260 / Hours exceeding 2080
- District Index
- Staff Salary Summary
- All Personnel Employment Info
- Salary and Benefit Apportionment

Funding Formula Reports

- Statewide Qualifying FTE and Total Salary
- Regular / Alternative Summer Qualifying FTE and Total Salary
- Summer Alternative District Detail
- District Adjustments and Waivers
- Staff Allowance Report
- Employment Placement Schedule including Summer School

Edit Reports

- FTE Exceeding 1.00
- Education and Experience History
- Staff Assignments FTE Variance

- Validate and verify all data before and after submitting. Run these reports after submitting each first period upload: August Alternative Summer School, September, October & November. Staff demographics and staff assignments must be consistently reported in October and November. Be aware that the November upload overrides October data.
- Review and reconcile employee data to budgeted estimates and system records: Compare the information in the reports to the actual number of employees, total fte, and factored index in your systems. Resolve all discrepancies as soon as possible.
- Work with your HR department to assure staffing data is updated from prior year. Assure the years of experience are entered correctly and any additional degrees and credits are reported in the first period uploads.

All Personnel Employment Placement Report

All certificated staff, all funds (part 1 of 2)

Effective Date :		Idaho State Department of Education															
Page: 1		Basic Education Staffing System All Personnel															
School Year: 2014 - 2015																	
Effective Date: 10/7/2014																	
Provider: xxx JOINT DISTRICT																	
Certified Personnel																	
Bldg	Edu Id	Name	Assign(s)	Initial Cert Yr	Degree	Credits	<- Hist Years ->			< Hi-Ed >			<----- Contract ----->			Extra Pay	Fund Src
							In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	% FTE
987	xxxxxxx6	Brown, Harvey	01001 01003 01066 51051 55154	1996	BA	38	16	0	0	0	0	37,316		1	C		100
987	xxxxxxx1	Ceeley, Edward	02072 02151 02154 10001 52052 62005	2013	M	0	0	0	0	0	0	31,000		1	2		100
987	xxxxxxx4	Denning, Georgia	06101 06102 33001	1998	B	56	12	0	0	0	0	22,895		0.57	C		100
987	xxxxxxx5	Goslin, Carol	00081 22003 72003	1992	BA	69	5	11	0	0	0	43,235		1	C		100
987	xxxxxxx10	Jackson, Mary	04101 04154	1991	BS	60	23	1	0	0	0	18,530		0.42	C		100
		Jackson, Mary	42200									44,770		0.58	A		
987	xxxxxxx16	Lima, Antone	41010	2003	ES	0	24	0	0	0	0	11,400		0.25	A		100
987	xxxxxxx9	Macy, Owen	00011 00017 00031 00035 00041 00051 00061 00063	1983	M	67	22	6	1	0	0	46,537		1	C		100
987	xxxxxxx17	Marcuerquiaga, Ci	22101 51053 52002 54051 55154	2006	BA	52	7	0	0	0	0	33,415		1	C	A 2877	100
987	xxxxxxx14	McClellan, Francis	42100	2006	BA	48	8	0	0	0	0	27,813		0.39	A	D 4412	100
		McClellan, Francis	00005 04258 22051									21,148		0.61	3		
987	xxxxxxx13	McClellan, George	01002 01004 04201 08001 58001	1983	BA	60	30	0	0	0	0	43,235		1	C	A 8680	100
987	xxxxxxx12	Murphy, Catherine	02052 02056 02072 02110 02151 72003	1985	BA	51	12	0	0	0	0	40,167		1	C	D 3400	100
987	xxxxxxx11	Murray, Elsie	00011 00017 00031 00035 00041 00051 00061 00063	1996	BA	70	17	0	0	0	0	43,235		1	C		100
987	xxxxxxx8	Paddock, John	00001 00083	2004	BS	0	5.5	0	0	0	0	31,000		1	3		100
987	xxxxxxx18	Sigfried, Roy	03051 03101 03151 03159 53001	2013	BS	0	0	0	0	0	0	31,000		1	2		8 100
987	xxxxxxx15	Spindle, Joesph	00011 00017 00031 00035 00041 00051 00061 00063	2009	MS	1	5	0	0	0	0	31,000		1	C		100
987	xxxxxxx7	Starbuck, Dina	00011 00017 00031 00035 00041 00051 00061 00063	1990	BS	63	22	0	2	0	0	43,235		1	C		100
987	xxxxxxx19	Wallace, Eli	18001 18003 18052 18203 18404	2013	BS	0	0	0	0	0	0	39,200		1	2	E 4100	9 100
Certified Provider Totals												641,131		15.82		23,469	

- Save the All Personnel Employment Report in an excel format. There are two tabs in the excel file. The opened tab is the certificated staff report and the second tab is the non certificated staff report.
- Review all data fields for accuracy. Assure all staff assignments and funding codes are correct. If an employee is paid from multiple funding sources, review the allocations to assure the sum of the fund source percentages equals 100 (%).
- This report is the detail all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If data is incorrect or missing, review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your records and resubmit the files.

All Personnel Employment Report

All Non-Certificated Staff, All Funds (part 2 of 2)

Effective Date : Idaho State Department of Education
 Page: 2 Basic Education Staffing System
 All Personnel Employment Info

School Year: 2014 - 2015
 Effective Date: 10/15/2014
 Provider: 1000 DISTRICT EXAMPLE

Non-Certified Personnel Employment Info

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Funding Source		FTE	Salary
							Cd	% of FTE		
1010	XXXXXXXXX1	A1	97110	10.39	17.00	31	10	100	0.26000	\$5,475.53
1010	XXXXXXXXX2	A2	97401	13.46	40.00	52	10	100	1.00000	\$27,996.80
1010	XXXXXXXXX3	A3	97502	15.91	17.00	36	10	100	0.30000	\$9,736.92
1010	XXXXXXXXX4	A4	97405	12.16	40.00	52	10	100	1.00000	\$25,292.80
1010	XXXXXXXXX5	A5	97201	11.81	40.00	52	07	40	0.40000	\$9,825.92
1010	XXXXXXXXX5	A5	97201	11.81	40.00	52	10	60	0.60000	\$14,738.88
1010	XXXXXXXXX6	A6	97310	12.16	40.00	36	07	100	0.69000	\$17,510.40
1010	XXXXXXXXX7	A7	97502	13.95	30.00	36	04	100	0.52000	\$15,066.00
1010	XXXXXXXXX8	A8	97502	10.70	30.00	36	04	100	0.52000	\$11,556.00
1010	XXXXXXXXX9	A9	97502	13.95	30.00	36	04	100	0.52000	\$15,066.00
1010	XXXXXXXXX10	A10	97101	20.31	40.00	52	10	100	1.00000	\$42,244.80
Totals									6.81	194,510

- Review all data fields for accuracy. Assure all staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to assure the percentages equal 100 (%).
- Non certificated FTE equals (hours per week x weeks per years) / 2080 hours. If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.
- Note: The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.

Employment Placement Report

Placement on the Multiplier Table

(Certificated Staff - Choose Fund Source Code 10 Only)

Date :		Idaho State Department of Education								
Page: 1		Basic Education Staffing System								
		Employment Placement Schedule including Summer School								
School Year: 2014- 2015										
Effective Date: 10/20/2014		Funding Code 10 Only								
Provider: 999 Example DISTRICT										
Name	Edu Id	Degree	Credits	Years of Service		Education	Instructional FTE		Administrative FTE	
				Actual	Placement		Qualifying	Factored	Qualifying	Factored
XXXX,XXXX	1	MS	6	6	6	MA / BA+36	1.00	1.39		
XXXX,XXXX	2	BS	16	6	6	BA+12	1.00	1.29		
XXXX,XXXX	3	ES	0	30	30	MA+36 / ES/DR			0.25	0.50
XXXX,XXXX	4	BS	26	20	20	BA+24	1.00	1.56		
XXXX,XXXX	5	BS	0	0	0	BA	0.42	0.85	0.58	1.17
XXXX,XXXX	6	BS	13	0	0	BA+12	1.00	1.04		
XXXX,XXXX	7	M	0	0	0	MA / BA+36	0.57	0.64		
XXXX,XXXX	8	BS	7	0	0	BA	1.00	1.00		
XXXX,XXXX	9	BA	36	2	2	MA / BA+36	1.00	1.20		
XXXX,XXXX	10	BS	65	4	4	MA+24 / BA+60	0.61	1.23	0.39	0.79
XXXX,XXXX	11	BS	6	0	0	BA	1.00	1.00		
XXXX,XXXX	12	BS	0	0	0	BA	1.00	1.00		
XXXX,XXXX	13	BS	9	0	0	BA	1.00	1.00		
XXXX,XXXX	14	BA	0	0	0	BA	1.00	1.00		
XXXX,XXXX	17	BS	39	14	14	MA / BA+36	1.00	1.61		
Provider Totals							12.60	15.80	1.22	2.45
Factored Index							1.25433		2.01226	

- Review all data elements for accuracy. Assure all certificated staff paid from the general fund code 10 are listed on this report with accurate education, years of experience, and index placement.
- This report is the detail of the salary and benefit apportionment calculations that drives the funding. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your records and resubmit the files. This report includes summer school fte.
- Note: Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule (see business rules for All Personnel Employment report).

Summer Alternative District Detail Report (code 10 only)

Effective Date :

Page: 1

Idaho State Department of Education

Basic Education Staffing System

Summer Alternative District Detail

School Year: 2013 - 2014 Provider: 999 Example DISTRICT

Effective Date: 8/16/2013 Funding Source: 10 General Fund

School ID	EDUID	Name	Assignments	Contract Days	Contract Hours	FTE	Salary
xxx	xxxx	xxxx	01001, '01003, '01004	15	120	0.13	3,000.00
xxx	xxxx	xxxx	08051	22	160	0.18	3,718.00
xxx	xxxx	xxxx	03051	22	160	0.18	3,718.00
Certificated Totals				59.00	440.00	0.49	10,436.00

School ID	EDUID	Name	Assignments	Rate per Hour	Hours per Week	Weeks per Year	FTE	Salary
			97501	12	15	5	0.04	\$ 900.00
Non-Certificated Totals				12.00	15	5	0.04	\$ 900.00

- Assignments and contracts are reported as annualized amounts at a point in time. Assignments are a fraction of the year, not of the contract, and in total must equal the contract fte.
- For example, using the denominator of 900 hours to calculate alternative summer school fte, a contract of .20 fte equals 180 hours. Two assignments, if weighted evenly, are 90 hours each.

Alternative Summer Contract: $180/900 = .20 \text{ fte}$

1st assignment $90/900 = .10 \text{ fte}$

2nd assignment $90/900 = .10 \text{ fte}$

Total assignment ftes $.20 \text{ fte}$

Staff Salary Summary – All funds

Effective Date : Idaho State Department of Education					
Page: 1 <i>Basic Education Staffing System</i>					
Staff Salary Summary					
School Year: 2014 - 2015			Provider: 1000 District Example		
Effective Date: 10/20/2014			Funding Source: All		
Activity	Employees		Total Salaries	Base	
	Actual	FTE		Salaries	Extra Pay
Superintendent	1	0.25	21,400	21,400	
Principal - Secondary	1	0.97	76,995	72,583	4,412
Head Teacher			0		
Counselor	1	0.57	32,895	32,895	
Teacher - Elementary	6	5.02	219,111	211,611	7,500
Teacher - Secondary	10	9.01	314,200	302,643	11,557
Total Certified	19	15.82	664,601	641,132	23,469
Distinct Certified Employees	17				
Business Manager/District Clerk	1	0.92	35,235	35,235	
Office Support Personnel - Building	1	0.79	20,090	20,090	
Custodian Supervisor	1	0.19	5,872	5,872	
Custodial Personnel	4	0.65	16,611	16,611	
Child Nutrition - Manager	1	0.18	5,253	5,253	
Child Nutrition - Other	2	0.22	5,562	5,562	
Building/Grounds Maintenance Personnel	3	0.32	11,046	11,046	
Instructional Assistant - Regular Education	4	1.78	44,020	44,020	
Instructional Assistant - Special Education	1	0.51	13,034	13,034	
Instructional Assistant - Title I	1	0.51	13,034	13,034	
Pupil Transportation - School Bus Mechanic	1	0.04	2,800	2,800	
Pupil Transportation - School Bus Drivers	4	0.45	16,785	16,785	
Other Non-Certified, Specify (Restricted)	1	0.07	513	513	
Child Nutrition – Food Preparation and Service	1	0.18	4,655	4,655	
Total Non-Certified	26	6.810	194,510	194,510	
Distinct Non-Certified Employees	14				
Provider Totals	45	22.63	859,111	835,642	23,469
Distinct Total Employees	31				

- This report is a summary by activity of the All Personnel Employment report.
- A format similar to this report will be used in the Annual Staff Statistical Staff Data publication on January 01, 2015.

Staff Salary Summary - Fund code 10

Effective Date : Idaho State Department of Education					
Page: 1 <i>Basic Education Staffing System</i>					
Staff Salary Summary					
School Year: 2014 - 2015			Provider: 1000 District Example		
Effective Date: 10/20/2014			Funding Source: Code 10		
Activity	Employees Actual	FTE	Total Salaries	Base Salaries	Extra Pay
Superintendent	1	0.25	21,400	21,400	
Principal - Secondary	1	0.97	76,995	72,583	4,412
Head Teacher			0		
Counselor	1	0.57	32,895	32,895	
Teacher - Elementary	5	4.02	195,611	188,111	7,500
Teacher - Secondary	9	8.01	275,000	263,443	11,557
Total Certified	17	13.82	601,901	578,432	23,469
Distinct Certified Employees	15				
Business Manager/District Clerk	1	0.92	35,235	35,235	
Office Support Personnel - Building	1	0.79	20,090	20,090	
Custodian Supervisor	1	0.19	5,872	5,872	
Custodial Personnel	4	0.65	16,611	16,611	
Child Nutrition - Manager					
Child Nutrition - Other					
Building/Grounds Maintenance Personnel	3	0.32	11,046	11,046	
Instructional Assistant - Regular Education	4	1.78	44,020	44,020	
Instructional Assistant - Special Education					
Instructional Assistant - Title I					
Pupil Transportation - School Bus Mechanic					
Pupil Transportation - School Bus Drivers					
Other Non-Certified, Specify (Restricted)					
Child Nutrition - Food Preparation and Service					
Total Non-Certified	14	4.650	132,874	132,874	
Distinct Non-Certified Employees	6				
Provider Totals	31	18	734,775	711,306	23,469
Distinct Total Employees	21				

This report is a summary by activity of employees funded to code 10.

Staff Assignment FTE Variance Report (all funds, certificated staff only)

<div style="text-align: center;"> Idaho State Department of Education Basic Education Staffing System Staff Assignment FTE Variance Report </div>														
School Year: 2013 - 2014														
Provider: ABC DISTRICT														
EDUID	Certificated Staff Name	Sch. ID	School Name	Assignment Code	Assignment Name	Contract 1 FTE	Contract 1 Assignment FTE As Reported	Contract 1 Variance	Contract 2 FTE	Contract 2 Assignment FTE As Reported	Contract 2 Variance	Contract 3 Derived FTE	Contract 3 Assignment FTE As Reported	Contract 3 Variance
xxxxxxx	Abercrombie, Samuel					1.00			0.25					
xxxxxxx	Abercrombie, Samuel	123	MIDDLE SCHOOL	05154	Creative Art-Comprehensive (Gr. 9-12)		0.330							
xxxxxxx	Abercrombie, Samuel	123	MIDDLE SCHOOL	53000	General Science (Gr. 6-8)		0.340							
xxxxxxx	Abercrombie, Samuel	123	MIDDLE SCHOOL	53999	Life/Physical Science (Gr. 6-8)		0.330							
xxxxxxx	Abercrombie, Samuel	124	SENIOR HIGH SCHOOL	00017	Literacy/Study Strategy (Gr. K-6)					0.130				
xxxxxxx	Abercrombie, Samuel	124	SENIOR HIGH SCHOOL	04201	Economics (Gr. 9-12)					0.120				
	Abercrombie, Samuel				Subtotal	1.000	1.000	0.000	0.250	0.250	0.000	0.000	0.000	0.000
xxxxxxx	Ceeley, Mary					1.000			0.33					
xxxxxxx	Ceeley, Mary	124	SENIOR HIGH SCHOOL	00017	Literacy/Study Strategy (Gr. K-6)		0.081							
xxxxxxx	Ceeley, Mary	124	SENIOR HIGH SCHOOL	05154	Creative Art-Comprehensive (Gr. 9-12)		0.589							
xxxxxxx	Ceeley, Mary	123	MIDDLE SCHOOL	55154	Creative Art-Comprehensive (Gr. 6-8)		0.670							
xxxxxxx	Ceeley, Mary	123	MIDDLE SCHOOL	52052	Algebra I (Gr. 6-8)									
	Ceeley, Mary				Subtotal	1.000	1.340	0.340	0.330	0.000	(0.330)	0.000	0.000	0.000
xxxxxxx	Dewey, Edward					0.500			0.500					
xxxxxxx	Dewey, Edward	124	SENIOR HIGH SCHOOL	00017	Literacy/Study Strategy (Gr. K-6)					0.200				
xxxxxxx	Dewey, Edward	124	SENIOR HIGH SCHOOL	42200	Principal (Secondary)		0.500							
xxxxxxx	Dewey, Edward	124	SENIOR HIGH SCHOOL	22005	Tutorial (Gr. 9-12)		0.010			0.300				
	Dewey, Edward				Subtotal	0.500	0.510	0.010	0.500	0.500	0.000	0.000	0.000	0.000
					Total	2.50	2.85	0.35	1.08	0.75	(0.33)	0.00	0.00	0.00

This is an assignment report of certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract ftes and assignment ftes.

District Unutilized FTE – “Use It or Lose It” (n/a for Charter Schools)

Idaho Department of Education Basic Education Data System Salary Based Apportionment and Benefit Apportionment Computation School Year 2014-2015												
FUNDING SOURCE: CODE 10												
District 000 0												
Statewide Information:		2/15/2015				District Information:						
Statewide Administrative Staff Index		1.84559				District Administrative Staff Index		2.01260				
Statewide Administrative Staff Index Cap		1.86643		100.00%		District Administrative Staff Index Cap		2.01260				
Statewide Instructional Staff Index		1.55896				District Instructional Staff Index		1.25433				
Statewide Instructional Staff Index Cap		1.59092		100.00%		District Instructional Staff Index Cap		1.25433				
PERSI, FICA, MEDICARE Rate		18.97%				District February Support Units:		12.00				
Staff Ratio	Calculated FTE	< 40 units then + 0.50	< 20 units then + 0.50	Separate Secondary School Allowance	Adjusted Staff Allowance	Actual FTE	Staff Allowance	Index	Base	Average Salary	Certified Preliminary Salary Based Apportionment	
	(Units x ratio)				(b + c + d + e)					(base x Index)		
a	b	c	d	e	f	g	h	i	j	k	l	
Administration	0.0750	0.90000	0.50		1.40000	1.2200	1.40000	2.01260	32,151	64,707.10	90,589.94	
Instructional	1.1000	13.2000	0.50	0.50	0.0000	14.20000	12.6000	1.25433	23,354	29,293.62	407,844.88	
Noncertified	0.3750	4.5000			4.50000	4.6500			19,249			
TOTAL:					20.1000	18.4700						
Noncertified Preliminary Salary Based Apportionment	Salary Allocation for Beginning Instructional Staff FTE	Salary Based Apportionment	Actual Total Salary	Salary Based Apportionment Eligible for Benefits	Benefit Apportionment	Virtual Allowance	Ancillary Allowance	Salary Based Apportionment Plus Waivers	Maximum Salary Apportionment	Salary Based Apportionment Plus Waivers		
(b x j)	(Min \$31,750)	(l + m + n)		Smaller: o or q	r x 0.18.97%	(Max 15%)						
m	n	o	q	r	s	t	u	v	w	x		
Administration		90,589.94	98,555					90,589.94	90,589.94	90,589.94		
Instructional	54,258.76	462,103.64	503,346			0.00	0.00	462,103.64	470,228.16	462,103.64		
Noncertified	86,620.50	86,620.50	132,874					86,620.50	86,620.50	86,620.50		
TOTAL:		639,314.08	734,775	639,314.08	121,277.88	0.00	0.00	639,314.08	647,438.60	639,314.08		

Column (f) is the maximum instructional fte allowed: 14.20 fte. The actual instructional fte is 12.60. In column (h), the amount allowed is the smaller of (f) or (g)/ 90.5% . The smaller amount is 13.9227. The unutilized fte is .2773 fte ((14.2 – (12.60/90.5%) = .2773). Review the last three columns: v, w and x. The maximum allowed is calculated in column (w)(\$470,228.16). The final payment is the smaller of column (v) or column (w). The unutilized salary amount is \$8,124.52 (\$470,228.16 - \$462,103.64 = \$8,124.52. Ancillary waivers (ISEE Form 6) and Virtual Fte allowance may be submitted to increase the FTE and receive the maximum allowance.

**ISSE Staff Form 6 – Non District Contracted Certificated Staff
(Districts only - due by November 21, 2014)**

1	STATUS	STATE OF IDAHO DEPARTMENT OF EDUCATION IDAHO BASIC EDUCATION DATA SYSTEM ISEE Data Collection - Staffing NON-DISTRICT CONTRACTED CERTIFIED STAFF							
	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">ACTIVE</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">INACTIVE</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">TERMINATE</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">CODE</div>								
	EFFECTIVE DATE								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 33%; text-align: center;">MM</div> <div style="width: 33%; text-align: center;">DD</div> <div style="width: 33%; text-align: center;">YY</div> </div>								
2	SCHOOL YEAR								
3	Idaho Staff ID (or Tax ID number)		4	DISTRICT		5	PRIMARY BUILDING		
6	PERSONAL INFORMATION								
NAME									
Last			First				Middle		
EDUCATION			HISTORY - K-12			History - HI ED			
Degree		Add Credits	State	Out of State		Non Public		Idaho	Other
7	CONTRACT INFORMATION								
CONTRACT									
Contract Amount			Days		FTE				
CONTRACTOR FUNDING SOURCE									
1ST PROGRAM		2ND PROGRAM		3RD PROGRAM					
Code	% of FTE	Code	% of FTE	Code	% of FTE				
ASSIGNMENT PERFORMED									
Code		Code			Code				
SERVICE DESCRIPTION									

Submit this manual form to Public School Finance to utilize ancillary staff fte.

Virtual Template: Due no later than January 09, 2015 - Districts Only.

Idaho Department of Education									
Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees									
For School Year 2012-2013									
District/Charter									
Instructors Name	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Student s Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
XXXXX	IDLA	Digital Photography & Communication - Sec 2 - Sep 16wk 2011	XXXXX	80	2	2	9/12/2011	1/13/2012	xx
XXXXX	IDLA	Earth Science A - Sec 1 - Sep 16wk 2011	XXXXX	80	2	2	9/12/2011	1/13/2012	xx
XXXXX	IDLA	English 11A - Sec 1 - Sep 16wk 2011	XXXXX	80	3	3	9/12/2011	1/13/2012	xx
XXXXX	IDLA	Fundamentals of Health Professions - Sec 1 - Sep 16wk 2011	XXXXX	80	2	2	9/12/2011	1/13/2012	xx
XXXXX	IDLA	Health - Sec 2 - Sep 16wk 2011	XXXXX	80	2	2	9/12/2011	1/13/2012	xx
XXXXX	IDLA	Lifetime Fitness - Sec 2 - Sep 16wk 2011	XXXXX	80	2	2	9/12/2011	1/13/2012	xx
XXXXX	IDLA	Speech - Sec 3 - Sep 16wk 2011	XXXXX	80	1	1	9/12/2011	1/13/2012	xx
XXXXX	IDLA	US History 10A - Sec 1 - Sep 16wk 2011	XXXXX	80	1	1	9/12/2011	1/13/2012	xx
XXXXX	IDLA	US History 10B - Sec 1 - Sep 16wk 2011	XXXXX	80	1	1	9/12/2011	1/13/2012	xx
XXXXX	IDLA	US History 11A - Sec 2 - Sep 16wk 2011	XXXXX	80	1	1	9/12/2011	1/13/2012	xx
				Total	800				
				fte	0.58				
				(800 hrs/1380 hrs)					

Name of virtual institution's certified staff employee.

Submit this manual form to Public School Finance to utilize virtual fte.

Flowchart - ISEE Data Submissions

ISEE Name	Collection Period	Deadline: Midnight on
ISEE Alt Summer School August Manifest	Approved Alternative Summer School (from the first day through the last day of Alt Summer School). Due 8/15/2014	8/15/2014 (Programs ending after Aug. 8 are due one week after last day of session.)
ISEE Sept 2014	8/01/14 - 9/05/14	9/19/2014
ISEE Oct 2014	9/06/14 - 9/26/14	10/15/2014
ISEE Nov 2014	9/27/14 - 11/07/14	11/21/2014
Last day to submit first period changes for February 15, 2015 payment.		Thursday 12/4/2014
*Revisions submitted in the December, January & February uploads will <u>not</u> be considered for the February payment.		

Note: Staff and student statistical data are published on January 1. Subsequent revisions are not reflected in the reports.

Archived First Period Uploads
Thursday December 04, 2014 - Last day to submit revisions for February 15 payment, no exceptions.

February 15 Foundation Reports

1. All Personnel Report
2. Employment Placement Report (code 10)
3. Index Report
4. Salary and Benefits Apportionment Report

Adjustments to First Period?

Yes

No

Approval Required

Superintendent or Charter School Administrator must send a letter of special circumstance identifying all revisions. Supporting documentation may be requested. Last day to submit revised 1st period data is March 27, 2015.

If approved, adjustment reflected in May 15 payment.

Process Completed

Business Rules - All Personnel Employment Placement Report

Business Rules - key data elements for the certificated staff report:

- Data field “isCertified” must be “Y”
- Year of initial certification must be populated
- Employment status must be active during the snapshot date or have FY14 summer school assignments
- Experience and education fields must be populated
- Base salary amount must be populated
- If the Contract fte is greater proportionally than the minimum salary of \$31,750, then the fte is reduced
 - Example: Contract fte is .50 and the base salary is \$10,000, then the fte is reduced to .315
(10,000/31,750)
- Base contract must have corresponding assignment codes with the correct contractNo entered. Each contract is a stand-alone contract and shall be considered on its own merits.
 - Example: A teacher has one full time contract and four assignments. Each assignment must have contractNo 1 entered. The number entered in the contractNo field must correspond to the first, second or third contract. (Not to be confused with contract type.)
- The sum of the assignment FTE(s) must equal the contract FTE.
- Fund code and fund source percentage fields must be populated.
- The sum of the fund source percentage(s) must equal 100(%).
- Assignments must be active on the snapshot date and required data fields must be entered.
- Assignment start date and assignment end date must be valid
 - Example: Assignment start date is 8/01/14 and the assignment end date is 1/30/14. This data will not be included due to the incorrect end date.

Business Rules (key data elements for the certificated staff report)

- Common Issues:

- The data field “isCertified” entered as “N”
- The assignment contract number does not correspond to a valid contract or the contract does not have corresponding assignments.
 - For example, a teacher signed two contracts.
 - contractFTE1 = 1.0
 - contractFTE2 = .14
 - The sum of the assignment ftes for contractNo 1 equals 1.14 and there are no assignments for contractNo 2.
 - Both contracts are invalid for funding purposes.
- The variance between the contract fte and the sum of the assignment fte(s) is greater than 1%.
- The assignment code is inactive or invalid.
- The assignment start date and end date are not valid.
- FTE is reduced due the amount entered in the contract base salary is less than the minimum salary.
- Certificated staff with assignment codes in the 3x,xxx series are missing from the report. Review the key staff assignment data elements. For example, grade level and class level may be blank (use option code MX).
- Funding source percentage(s) do not equal 100.
 - For example, a teacher works half a day and holds a contract for .50 fte. The teacher is paid solely from fund code 10. The district entered the funding percentage as 50. The teacher will be missing from the report due to the incorrect allocation of funding (the sum of the funding sources must equal 100).

Staff Data ISEE Submission - Reminders

If an employee is on your payroll, report in ISEE.

Staff demographic and staff data are entered as annualized amounts.

Experience & Education History – Update at the beginning of the year. Review prior year work history to assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, a new teacher hired in March working full weeks but the number of hours worked (400) for the remainder of the year divided by 1,380 hours is less than .50 - do not count the year as One. Certificated Contract & Assignments : Sum of assignment fte(s) must equal contract FTE.

Contract Rules*

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, summer, evening).
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.

Non-Certificated Employment.

- Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the contractNo blank for classified assignments

Reporting not required for:

- Persons employed during emergencies
- Irregular help (i.e., short term substitutes, volunteers, etc.)
- Non district contracted staff (report on ISEE Form 6, if applicable)

Certificated Staff Member Not Having the Proper Credentials: Funding may be withheld. Work with Teacher Certification to resolve these issues.

Validate and verify all data before and after submitting. Review staffing reports after the October and November submissions.

Review budgeted estimates: number of fte, factored index. Compare to reports and resolve all discrepancies.

Work with HR to assure staffing data is updated: Additional credits earned since the prior year, are accurate. Review Years of experience.

After the October data is uploaded, run the ISEE staffing reports to assure the data is correct and agrees with payroll records and budgeted numbers. **Run the same reports after the November upload to assure the data is correct. November data overrides October.**

Note: Only staff with active contracts and assignments as of the last Friday in September are funded. Anyone hired after the last Friday in September will not be funded. There are a few exceptions to this rule such as an unfilled advertised position. However, the district must provide documentation such as the job posting supporting such a claim and the board of trustees' minutes.

*These rules do not apply to classified assignments.



Questions ?

- **Contacts:**
- **Calculating Salary Based Apportionment**
 - **Kathryn Vincen**
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 - Public School Finance
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 - Email – klvincen@sde.idaho.gov
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- **LaRae Ashby – Calculating Salary Based Apportionment/Accessing Remote File Manger/ Data Acquisition Calendar**
- **Brandon Phillips - Budgeting forms and reporting**
- **Shannon Wendling & Pam Brewer - Calculating support units**
- **Julie Oberle - IFARMS, Funds, function/program, object and revenue codes**